

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

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In Reply To:

1525 (935.DG) P

November 13, 2003

EMAIL TRANSMISSION – 11/13/03

Instruction Memorandum No. MT-2004-006

Expires: 9/30/05

To: State Management Team

From: Deputy State Director, Division of Support Services

Subject: Establishment of a Bureauwide Fleet Management Strategy (WO IM 2004-026)

The purpose of this memorandum is to inform you of Executive Order 13149, requiring the BLM to reduce FY 2005 overall petroleum fuel consumption by 20 percent from FY 1999 levels. New procedures in managing the Bureau's fleet are being implemented in order to meet this requirement.

One of these new procedures is a requirement to complete a justification form for each vehicle in the state inventory. To assist you in meeting this requirement, the justification form (MT-1525-1) (Attachment 1) is to be completed and filed in each existing vehicle historical file, at each Field Office, and the Montana State Office. Also, this justification form is to be approved by the FO Manager or Deputy State Director, Division of Support Services, prior to ordering all new or replacement vehicles. If ordering from a Field Office, an approved copy of the justification form must be submitted to the Montana State Office, a copy maintained in the historical file, and the original sent to Denver with the vehicle requisition.

If you have any questions, please contact Dixie Young, Supervisory Property Management Specialist, at 406-896-5201.

Signed by: Greg A. Bergum, for Sandra L. Guches

Authenticated by: Aleta Zahorodny (MT-930)

1 Attachment

1-Form MT-1525-1 (1 p)

Distribution w/attm.

Assistant Field Manager, Glasgow Field Station

Assistant Field Manager, Havre Field Station

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management

JUSTIFICATION AND APPROVAL OF VEHICLE

Vehicle Description

License Plate Number: _____
Vehicle Class: _____
Model Year: _____
Manufacturer: _____
Vehicle Type: _____
____ 2-Wheel Drive ____ 4-Wheel Drive
____ Manual Transmission ____ Automatic Transmission
____ Gasoline ____ Diesel ____ Other (Specify) _____

Date:

(Name and Title of Requesting Official)

(Signature of Requesting Official)

Justification:

Estimated annual utilization of this vehicle: _____ Miles
Estimated annual cost of this vehicle: \$ _____

Field Office Approval

I certify that this vehicle is part of the field office Fleet Management Plan and that the estimated costs of this vehicle are fully justified by the mission(s) listed above. In addition, this vehicle is the smallest, most fuel-efficient and economic type of vehicle that will adequately perform the proposed mission(s).

Approved by: _____
Field Manager Date

Review and Concurrence by the State/Center Fleet Manager:

Signature

Date

MT-1525-1
11/07/2003

ATTACHMENT 1